



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

2/19/2021 | 11:33 AM CST

Jessica Rice  
Staples Inc. (HiTouch Business Services)  
P.O. Box 95230  
Chicago, IL 60694

Re: **RFQ # 96161, Gaiter Masks Coverings**

Dear Ms. Rice:

The Metropolitan Government of Nashville and Davidson County (Metro) has completed the evaluation of submitted solicitation offer(s) to the above RFQ # 96161 for Gaiter Masks Coverings. This letter hereby notifies you of Metro's intent to award to Staples Inc. (HiTouch Business Services), contingent upon successful contract negotiations. Please provide a certificate of Insurance indicating all applicable coverages within 15 business days of the receipt of this letter.

If the Equal Business Opportunity (EBO) Program requirements were a part of this solicitation, the awardee must forward a signed copy of the "Letter of Intent to Perform as Subcontractor/Subconsultant/Supplier/Joint Venture" for any minority/women-owned business enterprises included in the response to the Business Assistance Office within two business days from this notification.

Additionally, the awardee will be required to submit evidence of participation of and contractor's payment to all Small, Minority, and Women Owned Businesses participation in any resultant contract. This evidence shall be submitted monthly and include copies of subcontracts or purchase orders, the Prime Contractor's Application for Payment, or invoices, and cancelled checks or other supporting payment documents. Should you have any questions concerning this requirement, please contact Christopher Wood, BAO Representative, at 615-862-6710 or at Christopher.Wood@nashville.gov.

Depending on the file sizes, the responses to the procurement solicitation and supporting award documentation can be made available either by email, CD for pickup, or in person for inspection. If you desire to receive or review the documentation or have any questions, please contact Terri Ray by email at Terri.Ray@nashville.gov Monday through Friday between 8:30am and 3:30pm.

Thank you for participating in Metro's competitive procurement process.

Sincerely,

*Michelle A. Hernandez Lane*

Michelle A. Hernandez Lane  
Purchasing Agent

Cc: Solicitation File, Other Offerors

**Pursuant to M.C.L. 4.36.010 Authority to resolve protested solicitations and awards.**

**A. Right to Protest.** Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the Purchasing Agent. The protest shall be submitted in writing within ten (10) days after such aggrieved person knows or should have known of the facts giving rise thereto.

[Procurement Division](#)

730 Second Avenue South, Suite 112  
P.O. Box 196300  
Nashville, Tennessee 37219-6300

[www.Nashville.gov](http://www.Nashville.gov)  
Phone: 615-862-6180  
Fax: 615-862-6179

Enter Solicitation Title & Number Below						
RFQ 96161- Gaiter Mask Coverings	Min. SBE/SDV Participation	Incentive Percentage	Incentive Calculator	Lowest Bid	MACP	Winning Bid
	0.0%	0.00%	0.00%	\$0	\$0	\$637,148
Offeror's Name	Bids	SBE	Participation Incentive Threshold	Participation Incentive	Incentive Evaluation Amount	Status of ITB Award
Ferguson Enterprises	\$1,329,958.27	\$0	\$0	\$0	\$1,329,958	Evaluated
Kalci Soccer LLC	\$1,824,810.25	\$0	\$0	\$0	\$1,824,810	Evaluated
NashvilleTN Store	\$952,233.32	\$0	\$0	\$0	\$952,233	Evaluated
revelae group llc	\$700,755.00	\$0	\$0	\$0	\$700,755	Evaluated
Staples Inc	\$637,147.80	\$0	\$0	\$0	\$637,148	Awarded

**Offerors Deemed Non-Responsive**

Offeror Name	Reason
Blink Marketing, Inc.	Submitted quote deemed not responsible to solicitation due to penny bid submission (R4.12.030.14.2)
KAN Heritage INC.	Provided sample material not Jersey Mesh per specification of solicitation per department inspection (R4.12.030.14.3)
Buyer's Point	Provided sample material not Jersey Mesh per specification of solicitation per department inspection (R4.12.030.14.3)
Jayour LLC	Sample Received past deadline according to the solicitation

**No Formal Offer Received**

Offeror Name	Reason
Bayside Printed Products	Sample Received but no Quote Received in ORACLE/iSupplier as required by the solicitation
Grainger (Reflective Apparel Factory)	Sample Received but no Quote Received in ORACLE/iSupplier as required by the solicitation
Seven Solutions Medical Products	Sample Received Late but no Quote Received in ORACLE/iSupplier as required by the solicitation
Urban Nation Apparel	Sample Received but no Quote Received in ORACLE/iSupplier as required by the solicitation



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

2/17/2021 | 9:49 AM CST

Kimberly Mesler  
Buyer's Point  
2300 Tall Pines Drive, Suite 110  
Largo, FL

[Mesler.Kim@buyerspoint.com](mailto:Mesler.Kim@buyerspoint.com) - SENT VIA EMAIL

### **RFQ 81163 – Gaiter Mask Coverings**

Dear Kimberly Mesler:

The Metropolitan Government of Nashville and Davidson County has completed its evaluation of submitted responses to the above solicitation and unfortunately, has determined that your submission was not minimally responsive to the requirements of the solicitation.

Specifically, the submitted bid was non-responsive due to the provided sample failing to meet minimum specifications outlined within the solicitation (R4.12.030.14.3).

Thank you for participating in Metro's competitive procurement process.

Kind Regards,

*Michelle A. Hernandez Lane*

Michelle A. Hernandez Lane  
Chief Procurement/Purchasing Agent  
Metropolitan Government of Nashville & Davidson County

cc: Solicitation Files



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

2/17/2021 | 9:49 AM CST

Issac Dana  
Jayour LLC  
1222 Avenue M, Suite 502B  
Brooklyn, NY 11230

[serviceez123@gmail.com](mailto:serviceez123@gmail.com) - SENT VIA EMAIL

### **RFQ 81163 – Gaiter Mask Coverings**

Dear Issac Dana:

The Metropolitan Government of Nashville and Davidson County has completed its evaluation of submitted responses to the above solicitation and unfortunately, has determined that your submission was not minimally responsive to the requirements of the solicitation.

Specifically, the submitted bid was non-responsive due to the provided sample not being received by the deadline established in the solicitation.

Thank you for participating in Metro's competitive procurement process.

Kind Regards,

*Michelle A. Hernandez Lane*

Michelle A. Hernandez Lane  
Chief Procurement/Purchasing Agent  
Metropolitan Government of Nashville & Davidson County

cc: Solicitation Files



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

2/17/2021 | 9:49 AM CST

Abhishek Agrawal  
KAN Heritage INC.  
7620 Folsom Auburn Rd  
Folsom, CA 95630

[kanheritage@gmail.com](mailto:kanheritage@gmail.com) - SENT VIA EMAIL

### **RFQ 81163 – Gaiter Mask Coverings**

Dear Abhishek Agrawal:

The Metropolitan Government of Nashville and Davidson County has completed its evaluation of submitted responses to the above solicitation and unfortunately, has determined that your submission was not minimally responsive to the requirements of the solicitation.

Specifically, the submitted bid was non-responsive due to the provided sample failing to meet minimum specifications outlined within the solicitation (R4.12.030.14.3).

Thank you for participating in Metro's competitive procurement process.

Kind Regards,

*Michelle A. Hernandez Lane*

Michelle A. Hernandez Lane  
Chief Procurement/Purchasing Agent  
Metropolitan Government of Nashville & Davidson County

cc: Solicitation Files



## METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY

2/17/2021 | 9:49 AM CST

Danny Gardner  
Blink Marketing, Inc.  
318 Seaboard Lane, Ste 101  
Franklin, TN 37067

[danny@blinkmarketing.com](mailto:danny@blinkmarketing.com)- SENT VIA EMAIL

### **RFQ 81163 – Gaiter Mask Coverings**

Dear Danny Gardner:

The Metropolitan Government of Nashville and Davidson County has completed its evaluation of submitted responses to the above solicitation and unfortunately, has determined that your submission was non responsive as it did not conform in all material respects to the Invitation to Bid.

Specifically, the submitted bid was non-responsive due to the penny bid submission for five (5) of the lines on the cost spreadsheet.

Thank you for participating in Metro's competitive procurement process.

Kind Regards,

*Michelle A. Hernandez Lane*

Michelle A. Hernandez Lane  
Chief Procurement/Purchasing Agent  
Metropolitan Government of Nashville & Davidson County

cc: Solicitation Files

## Certificate Of Completion

Envelope Id: 37DD6CC0772743B69991FDD55387F1AF	Status: Completed
Subject: Updated - NonResponsive Letter - RFQ #96161 Gaiter Mask Coverings	
Source Envelope:	
Document Pages: 4	Signatures: 4
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Procurement Resource Group
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	prg@nashville.gov
	IP Address: 170.190.198.185

## Record Tracking

Status: Original	Holder: Procurement Resource Group	Location: DocuSign
2/5/2021 7:10:04 AM	prg@nashville.gov	

## Signer Events

Signature	Timestamp
Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro	Sent: 2/5/2021 7:18:01 AM Viewed: 2/8/2021 8:37:42 AM Signed: 2/17/2021 9:49:41 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

## In Person Signer Events

Signature

Timestamp

## Editor Delivery Events

Status

Timestamp

## Agent Delivery Events

Status

Timestamp

## Intermediary Delivery Events

Status

Timestamp

## Certified Delivery Events

Status

Timestamp

## Carbon Copy Events

Status

Timestamp

Terri L. Ray  
Terri.Ray@nashville.gov  
Senior Procurement Officer  
Metropolitan Government of Nashville and Davidson  
County  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 2/17/2021 9:49:43 AM  
Viewed: 2/17/2021 11:14:44 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

## Witness Events

Signature

Timestamp

## Notary Events

Signature

Timestamp

## Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	2/5/2021 7:18:01 AM
Certified Delivered	Security Checked	2/8/2021 8:37:42 AM
Signing Complete	Security Checked	2/17/2021 9:49:41 AM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Completed	Security Checked	2/17/2021 9:49:43 AM
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<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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### Certificate Of Completion

Envelope Id: 112991B899B0427ABE335A94BBE0C1A1	Status: Completed
Subject: Intent to Award - RFQ #96161 Gaiter Mask Coverings	
Source Envelope:	
Document Pages: 8	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Procurement Resource Group
Time Zone: (UTC-06:00) Central Time (US & Canada)	730 2nd Ave. South 1st Floor
	Nashville, TN 37219
	prg@nashville.gov
	IP Address: 170.190.198.185

### Record Tracking

Status: Original	Holder: Procurement Resource Group	Location: DocuSign
2/18/2021 4:42:21 PM	prg@nashville.gov	

### Signer Events

Signer Events	Signature	Timestamp
Michelle A. Hernandez Lane michelle.lane@nashville.gov Chief Procurement Officer/Purchasing Agent Metro	<i>Michelle A. Hernandez Lane</i>	Sent: 2/18/2021 4:46:38 PM Viewed: 2/19/2021 11:32:04 AM Signed: 2/19/2021 11:33:30 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 170.190.198.185	

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

### In Person Signer Events

Signature

Timestamp

### Editor Delivery Events

Status

Timestamp

### Agent Delivery Events

Status

Timestamp

### Intermediary Delivery Events

Status

Timestamp

### Certified Delivery Events

Status

Timestamp

### Carbon Copy Events

Status

Timestamp

Terri L. Ray  
Terri.Ray@nashville.gov  
Senior Procurement Officer  
Metropolitan Government of Nashville and Davidson  
County  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 2/19/2021 11:33:31 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

### Witness Events

Signature

Timestamp

### Notary Events

Signature

Timestamp

### Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	2/18/2021 4:46:38 PM
Certified Delivered	Security Checked	2/19/2021 11:32:04 AM
Signing Complete	Security Checked	2/19/2021 11:33:30 AM

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Completed	Security Checked	2/19/2021 11:33:31 AM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>